

City of Euless Community Services Department

Indoor Facility Rental Policies

In order to facilitate the smooth operation and transition of rentals, please adhere to the following policies. Please be aware that other rentals may precede or follow your rental. Thank you for your cooperation!

I. BEFORE THE RENTAL

- A. Renters may use facilities only for the purpose of private functions (birthdays, receptions, etc.) or meetings for non-profit community service organizations unless otherwise approved by the City of Euless Community Services Department (from hereon referred to as “the Department”). Renters must be at least 21 years of age.
- B. Use of the City of Euless facility’s name in advertising or publications without the approval of the Department is prohibited.
- C. Renters will not charge admission, sell tickets or items, or solicit donations without the consent of the Department.
- D. Reservations must be made no less than two weeks (14 days) prior to the rental date and cannot be made more than two months (60 days) prior to the rental date. Full payments of rental fees and deposits are required to **secure** a rental. A tentative reservation may be **held** for 48 hours (2 days). If full payment is not received within 48 hours (2 days) the facility will be open to the public for rental once again. All fees must be paid at least two weeks (14 days) prior to the rental date.
- E. Euless residence **may not** rent facilities for non-Euless residence. A picture ID with current Euless address will be required to rent facilities. Renters must present picture ID and receipt to the building attendant prior to rental proceeding.
- F. When and if rentals involve high risk activities or the use of certain equipment not conforming to a recreational setting or when very large numbers of people are expected, the following may be required by the Department:
1.) at the renters expense a certificate of insurance naming The City of Euless as an additional insured 2) at the renter’s expense a Police officer may be required for the purpose of security. Application for this type of reservation must be submitted one month (30 days) prior to the requested date of rental
- G. An attendant is present for the purpose of security and is not responsible for setup, take down or cleanup. The attendant may assist if he/she so desires. Additional attendant(s) may be required due to the nature and/or number of people at the rental. Renters will assume all financial responsibility for obtaining additional attendant(s) as required by the Department. Attendant will arrive no sooner than 5 minutes prior to the contracted rental time to open the facility. **Offering attendants money for any reason is prohibited.**
- H. Reservation fees include the use of tables and chairs. Usage of facility kitchen is not permitted unless proper deposits have been paid. Once proper deposit have been paid, renters may fixtures and appliances at the rented facility.
- I. Cancellations made two weeks (14 days) prior to the rented date/time will receive a full refund of all fees. Cancellations made less than two weeks (14 days) but more than one week (7 days) prior to the rented date/time will receive a 50% refund of rental fees and a full refund of the deposit. Cancellations made less than one week (7 days) but more than 72 hours (3 days) will receive a 25% refund of the rental fee and a full refund of the deposit. Cancellations made less than 72 hours prior to the rented date/time will receive only the deposit in refund. Refunds will be mailed to the renter upon the return of all contracts and receipts.

II DURING THE RENTAL

- A. Renters and guests of renters using the facility will comply with laws of the State of Texas, City of Euless and all rules set forth by the Department. Acts of gambling, alcohol consumption or consumption of controlled substance(s) are prohibited on all City of Euless properties. **Smoking is prohibited inside facilities.** Renters are responsible for ensuring that the above rules are enforced.
- B. **Renters may not leave the rented facility during the contracted time.** Children and guests must remain with renter group at all times. One adult chaperone must be provided for every 15 minors (under 21 year’s old.).

- C. Renters must show proof of payment (receipt) in order to clear facilities of previous or uninvited guests. Renters may call 817-685-1526 (non-emergency dispatch) if previous or uninvited guest refuses to leave.
- D. Renters shall designate and monitor admittance to the facility during his/her rental. Renters shall assume full responsibility and liability for all persons admitted to any portion of the facility during his/her rental. Renters shall also assume full responsibility and liability for any damage(s) to any part of the facility incurred during and/or resulting from his/her rental. Costs of repairs and/or additional clean up resulting from rental shall be deducted from renters' deposit.
- E. Renters and/or guests of renters shall only park in designated, authorized parking spaces. Violation of this policy will result in the towing of such vehicle(s) at the owner's expense.
- F. There is **no additional setup or take down time allowed**. Renters will have access to the facility only during those times stated in the contract. Deviation from contracted rental times may result in loss of part or all deposit fees.
- G. Wall decorations must be pre-approved by the Department. Items that may potentially cause damage to walls, equipment, etc. (i.e. duct tape, nails, glue, etc) are not permitted.

III. AFTER THE RENTAL

- A. Facilities must be cleaned and left in its original condition in order for renters' deposit to be refunded. Failure to leave **facility in its original condition may result in loss of part or all deposit fees**. Tables and chairs must be cleaned and put away, counters and floors must be swept and mopped. Trash must be picked up, tied in bags and put in appropriate containers. Renters may not store item(s) in the facility. The Department is not responsible for any lost or stolen items.
- B. The Department reserves the right to cancel a rental or shift a rental to another facility in the event of uncontrollable circumstances. Fees will be adjusted and/or refunded if the alternate facility does not meet with the renter's approval and/or cannot be found.
- C. The "Attendant Checklist" section of the rental contract must be completed by both the attendant and the renter in order for the full deposit to be refunded. Failure to do so may result in forfeiture of part or all deposits.